



**UNIVERSITY OF
GEORGIA**
Finance & Administration

2018 Merit Awards

The Finance & Administration Recognition Program was initiated in 2006 to enhance staff development through the acknowledgment of staff longevity and achievement. Merit awards, which were added to the Recognition Program in 2007, are designed to encourage outstanding performance; reward excellence in staff achievements; and foster staff development by recognizing exceptional workplace creativity, innovation and sustained excellence in support of University business and administrative functions. Merit and years of service awards will be presented at the Thirteenth Annual Finance & Administration Staff Recognition Ceremony to be held on Wednesday, May 9, 2018.

Eligibility

Staff member must work in a unit of Finance & Administration, the major divisions of which are listed below. (For a complete listing of Finance & Administration units, please visit <https://fanda.uga.edu/org-chart>.)

Auxiliary Services
Budget Division
Environmental Safety Division
Facilities Management Division
Human Resources Division
Office of Emergency Preparedness
Office of Space Management
Office of the Vice President for Finance & Administration
Real Estate
University Architects
University Business and Accounting Services
University of Georgia Police Department

Staff member must be actively employed, benefit-eligible, and have a minimum of two years of UGA service by the nomination deadline of March 16, 2018, with the exception of the Newcomer Award. Nominees for the Newcomer Award must have less than two years of service by the nomination deadline of March 16, 2018. Staff in contract positions (e.g., Finance & Administration senior staff) are not eligible. To be considered for an award, the attached nomination form must be completed and submitted to the address specified by **March 16, 2018**. Self-nominations are not accepted. A staff member may be nominated multiple times by different persons; however, each nomination should be unique and should not be merely a duplication of a previous nomination. Staff members cannot receive an award in more than one category in the same year nor can they be a repeat winner in a category. (For a list of previous winners, see <https://fanda.uga.edu/panel/staff-recognition-events>.) No member of the Recognition Committee is eligible to receive an award during his/her years of committee service. Please note: The Staff Recognition Program is *not* related to the performance evaluation process nor to staff salary increases.

Selection

Nominations will be reviewed and recipients will be selected by the Finance & Administration Recognition Committee, a peer group of staff members appointed by the Finance & Administration associate vice presidents with at least one representative from each of the Finance & Administration divisions. Finalists for the merit awards will be advised of their nomination and category prior to the award ceremony, and award winners will be announced at the ceremony. Questions may be directed to members of the F&A Recognition Committee, see <https://fanda.uga.edu/panel/finance-and-administration-recognition-committee>

Questions about the nomination form or process may be directed to:

Adrianna Creech
HR Senior Managing Consultant, Human Resources
315 South Thomas St., Athens, GA 30602
Office: 706-542-7342 Email: acreech@uga.edu



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2018 Merit Award Nomination Form

Award Name

(Check *one* only)

Award Criteria

- ___ Customer Service Award Awarded to a Finance & Administration staff member who is an example to others by providing continual outstanding service to our customers — coworkers, supervisors, students, faculty, staff or the public. This staff member goes above and beyond the call of duty to meet customers' needs.

- ___ Tough Dawg Award Awarded to a Finance & Administration staff member who has endured extraordinarily difficult workplace circumstances (overcoming obstacles or challenges) with grace, good humor, patience and exemplary job performance.

- ___ Unsung Hero Award Awarded to a Finance & Administration staff member who works hard and does his/her job well, but seldom, if ever, is recognized publicly for his or her work. This person is continually both a real benefit to his/her coworkers and a stable, dependable resource for Finance & Administration as a whole.

- ___ Newcomer Award Awarded to a Finance & Administration staff member who, despite lack of time on the job, has significantly contributed to the organizational mission and showed outstanding initiative, reliability and dedication to the University. (Nominees must have less than two years of continuous service with UGA as of March 16, 2018.)

Nominee Name _____ **Nominee Department** _____

Describe the nominee's qualifications for the award selected, using the criteria above. Provide specific examples to support your nomination. Note: If you require additional space, your comments must not exceed a single page of double-spaced copy. Nominators may recommend only one staff member per award; however, they may nominate a staff member in multiple categories. A staff member may be nominated multiple times by different persons; however, each nomination should be unique and should not be merely a duplication of a previous nomination.

Are there specific achievements that this individual has accomplished that would be relevant to this nomination? Examples include awards, specific comments by customers or co-workers, etc.

Nominator Name _____ **Nominator Department** _____

Phone _____ **Email** _____

- I wish to remain anonymous to the nominee.
- My name can be disclosed to the nominee.

Send this form and any attachments by March 16, 2018 to:
 Adrianna Creech, Human Resources
 315 South Thomas St., Athens, GA 30602
 Email:acreech@uga.edu